



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

DESC-CPA

MAY 16 2003

CONTRACTING INSTRUCTION (CI): 03-03C

MEMORANDUM FOR CI Distribution

SUBJECT: Contract Administration of the Small Business Subcontracting Program

By Memorandum of Agreement signed February 27, 2003 Contract Administration of Small Business Subcontracting Plans for all contracts awarded by Defense Energy Support Center (DESC) was transferred from Defense Contract Management Agency (DCMA) to DESC.

This CI is issued to revise distribution of the approved plan and award documents or the determination that there is no requirement for a subcontracting plan. Throughout Part 19 Defense Energy Procurement Instruction (DEPI) coverage will be revised accordingly. Subcontract Plans and Contract Award documents no longer are to be sent to DCMA. These documents are to be forwarded to DESC-DU. DESC-DU will perform post award administration and surveillance.

This CI is effective immediately and expires upon inclusion in the Defense Energy Procurement Instruction. Point of contact is Ms. Jannet Gray, Procurement Analyst, DESC-CPA at (703) 767-2399.

GABRIELLA M. EARHARDT
Center Senior Procurement Official

